

How to Create the Redline Strikeout Macro

1. Create a revision using the eTariff system.

The screenshot shows a software window titled "Tariff Filings - SmallGen Test #2". The window has a menu bar with "SmallGen Test #2 ({Test Company A})". Below the menu bar are five tabs: "Filing List", "Sections", "Filing Attachments", "Submit to FERC", and "FERC Status". The "Filing List" tab is active. Below the tabs are three buttons: "New", "ReDefine", and "Delete". To the right of these buttons is a "Filter:" label followed by a dropdown menu set to "All" and an empty text input field. Below this is a table with five columns: "Filing #", "Title/Description", "Status", "Submitted", and "FERC Docket". The table contains two rows: Row 1: "1", "Baseline Acceptance Request", "Baseline Accepted", "06/02/2005 01:11:50 PM", "RM05-001"; Row 2: "2", "Revision Test #1", "Filed", " / / : : AM", ". Below the table are three input fields for "Filing Type:", "Point of Contact:", and "Authorizing Person:". The "Filing Type:" field contains "Sect. 35.13(a)(2)(i) - Small Rate Increases". The "Point of Contact:" field has three sub-inputs: "casey", "casey", and "casey.nutsch@ferc.gov". The "Authorizing Person:" field has three sub-inputs: "asdf", "asdf", and "asdf". Below these is a text area with a label "A" and a plus/minus button. The text area contains the text "This is a test....". At the bottom right is a "Close" button.

Filing #	Title/Description	Status	Submitted	FERC Docket
1	Baseline Acceptance Request	Baseline Accepted	06/02/2005 01:11:50 PM	RM05-001
2	Revision Test #1	Filed	/ / : : AM	.

2. In the Sections tab create two comparison documents by first selecting the tariff sections to compare, then clicking the Create Comparison Documents button.

Tariff Filings - SmallGen Test #2

SmallGen Test #2 (Test Company A)

Filing List | **Sections** | Filing Attachments | Submit to FERC | FERC Status

Filing #/Title: 2 Revision Test #1

Filing Type: Sect. 35.13(a)(2)(i) - Small Rate Increases

Docket Number:

Section	Option	Effective	Priority	Status	Selected
▶ 1.1. Test Revision	A	06/02/2005	500	Filed	<input type="checkbox"/>

Create Comparison Documents View Add Subsection Remove Copy to Separate Option Close

3. You should see a prompt similar to that below:

Comparison Document Generation Complete

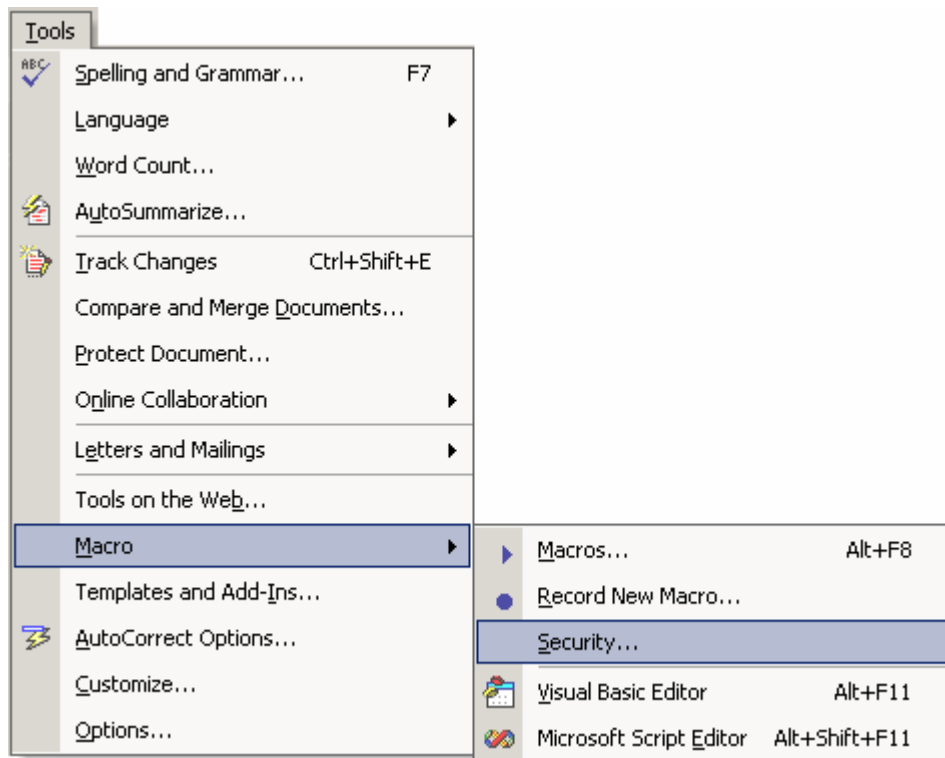
The documents for comparison have been built. Please note the following files and their locations (directory):

Effective Document: D:\Program Files\etariff\compare\ft_compare_eff.doc
Revised Sections Document: D:\Program Files\etariff\compare\ft_compare_rev.doc

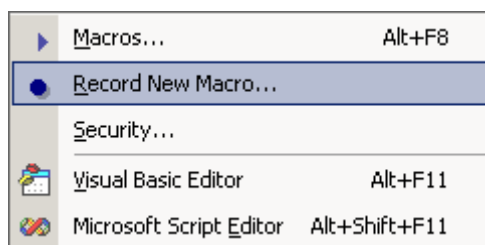
OK

The location of the files, in this example, will be under the eTariff program folder inside the *compare* folder. Each document will be named the same as in the above prompt.

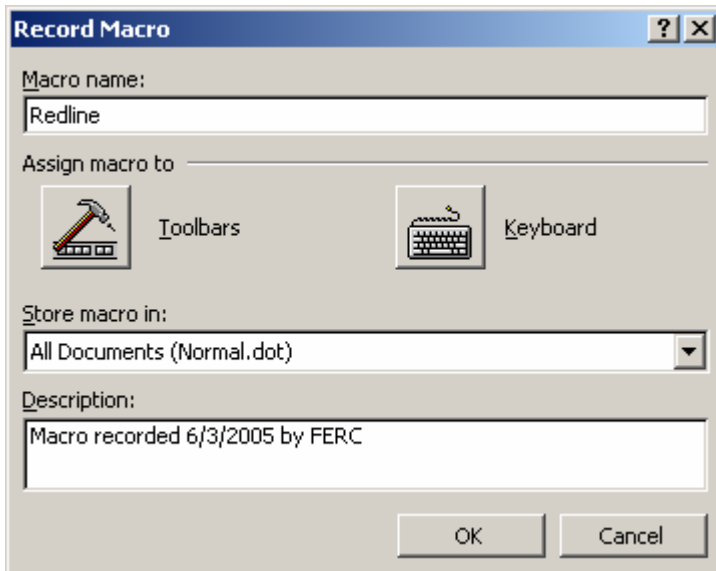
4. Run Microsoft Word and ensure that your Macro Security level is set to Medium. Otherwise macros are not permitted to run. We do not recommend setting the security level to Low; malicious code may run as a result.



5. Under the same menu as above, select ***Record New Macro...***

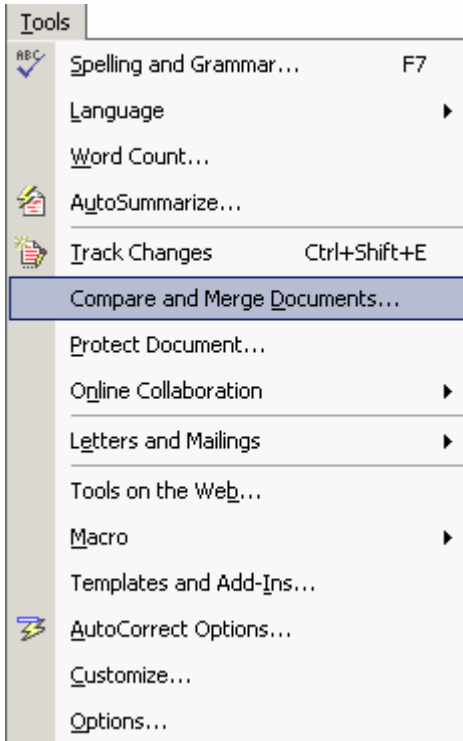


6. Name the macro what you wish and click OK.

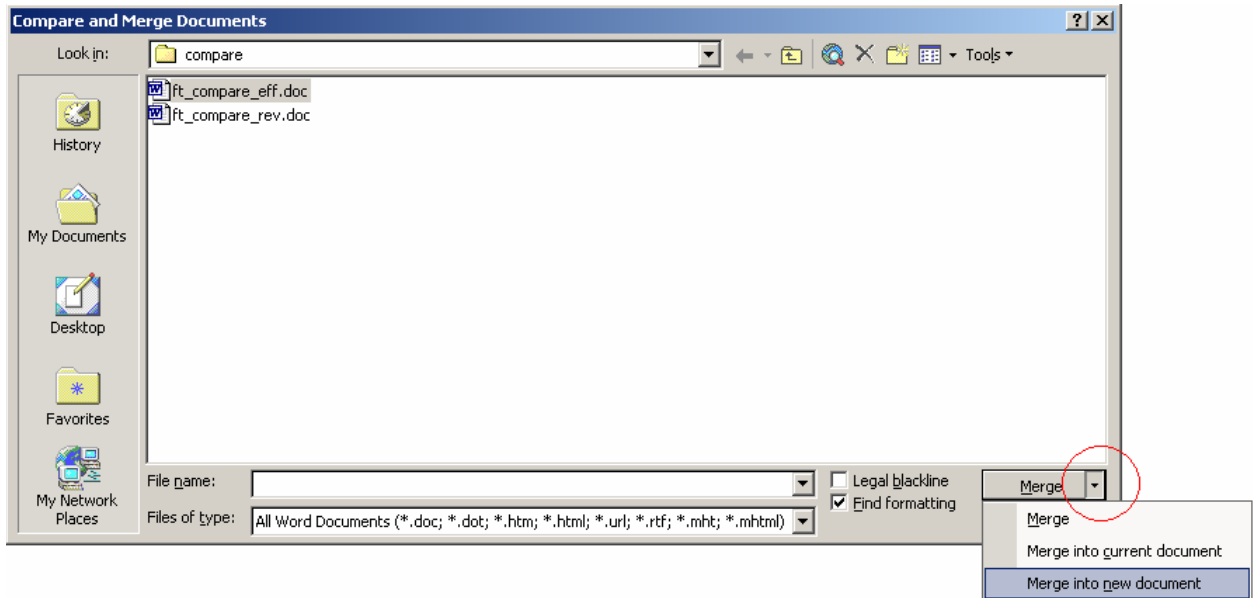


7. Open the compare file you created in step 2 named: ...*compare\ft_compare_rev.doc*

8. Next, choose **Tools | Compare and Merge Documents**

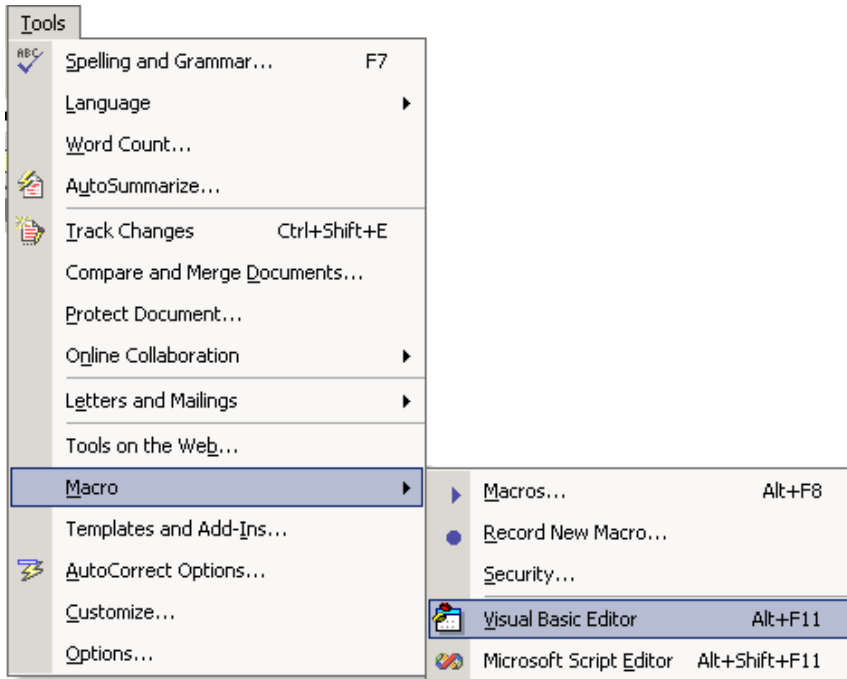


9. Select the ...*compare*\ft_compare_eff.doc document from step 2. Be sure to click the dropdown menu and select **Merge Into New Document** as in the figure below. {Note that different versions of Microsoft Word have different menu arrangements and terminology at this point. Chose the options that result in the comparison results are put into a new document.)

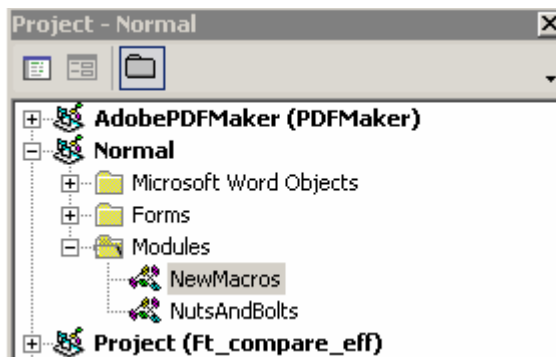


10. Stop recording the macro.
11. At this point your new macro is recorded inside the **Normal.dot** file. The Normal.dot file is the default Word Template that stores user settings and macros you create.

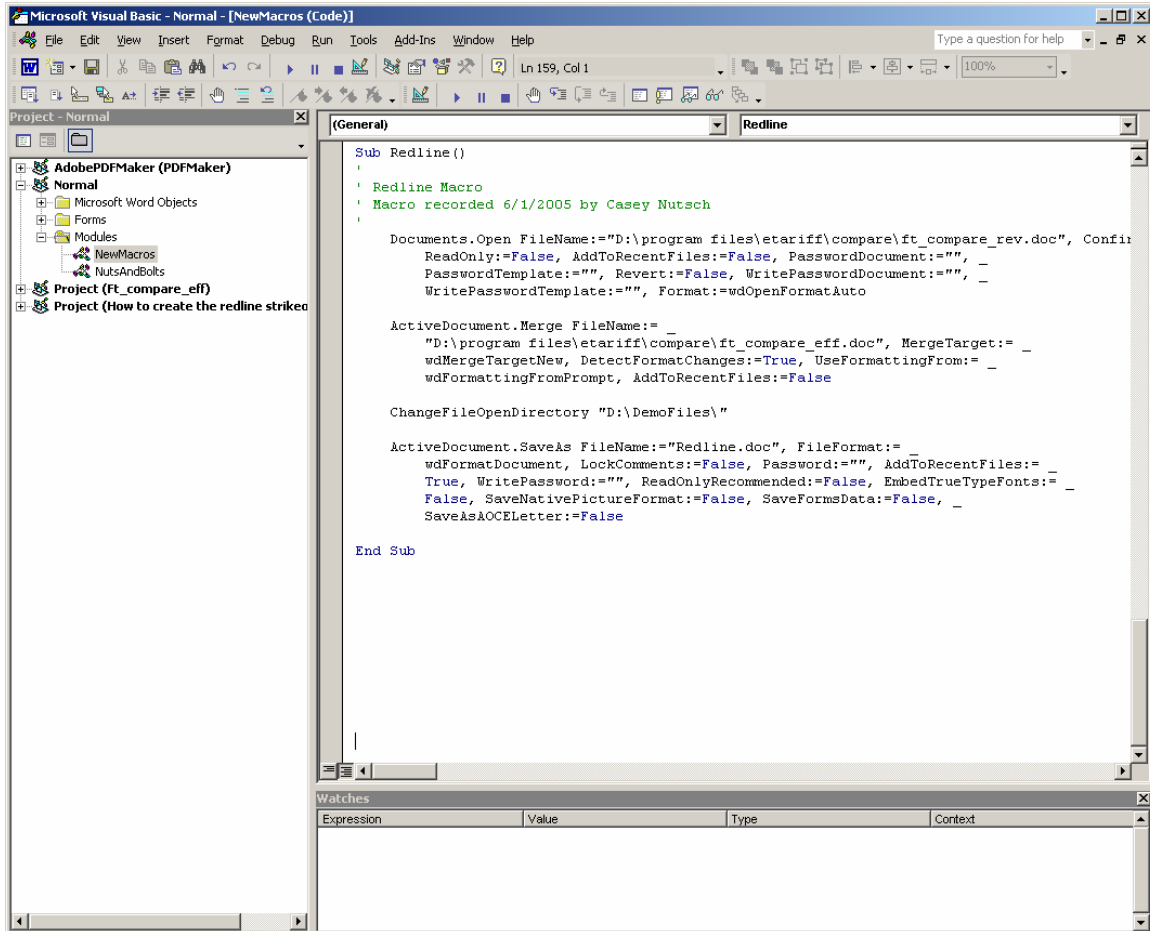
12. To see the source code of the macro, select **Tools | Macro | Visual Basic Editor**.



13. Within the Visual Basic Editor on the left side of the screen you should see the Project Explorer. If this is not visible you can use CTRL-R to display it.



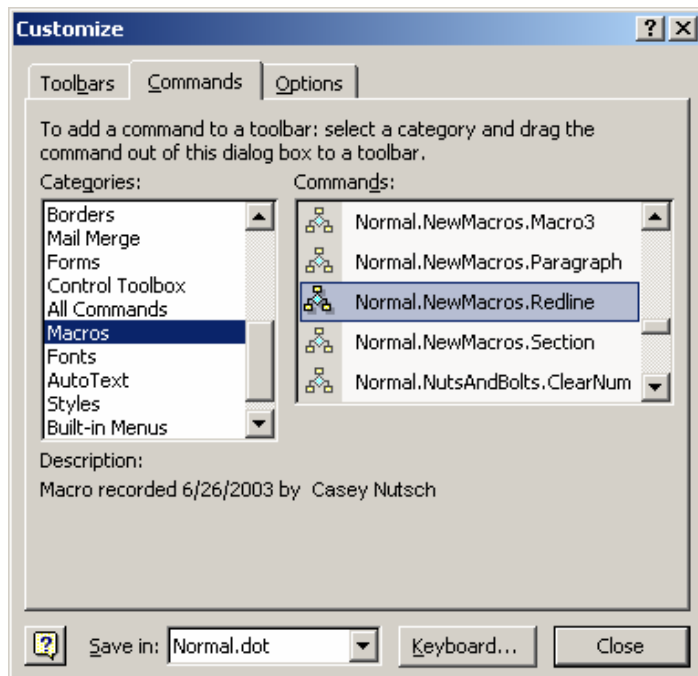
Expand **Normal** and **Modules** and double click the NewMacros module to open the code window. If you have modules already created by your IT group, you may need to scroll down to see your new source code. Here's what mine looks like.



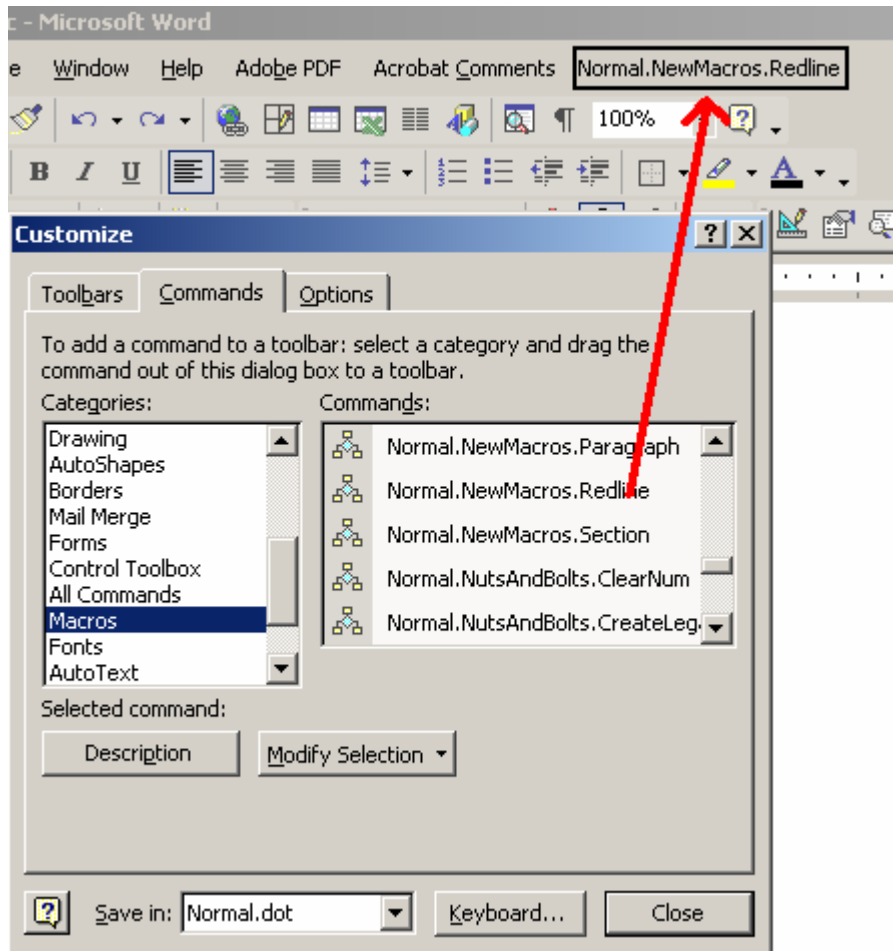
Here's the source code for our Redline Macro. This is the macro that was run in the technical conference on June 1st.

```
Sub Redline()  
,  
' Redline Macro  
' Macro recorded 6/1/2005 by Casey Nutsch  
,  
  
Documents.Open FileName:="D:\program files\etariff\compare\ft_compare_rev.doc",  
ConfirmConversions:=False, _  
    ReadOnly:=False, AddToRecentFiles:=False, PasswordDocument:="", _  
    PasswordTemplate:="", Revert:=False, WritePasswordDocument:="", _  
    WritePasswordTemplate:="", Format:=wdOpenFormatAuto  
  
ActiveDocument.Merge FileName:= _  
    "D:\program files\etariff\compare\ft_compare_eff.doc", MergeTarget:= _  
    wdMergeTargetNew, DetectFormatChanges:=True, UseFormattingFrom:= _  
    wdFormattingFromPrompt, AddToRecentFiles:=False  
  
ChangeFileOpenDirectory "D:\DemoFiles\  
  
ActiveDocument.SaveAs FileName:="Redline.doc", FileFormat:= _  
    wdFormatDocument, LockComments:=False, Password:="", AddToRecentFiles:= _  
    True, WritePassword:="", ReadOnlyRecommended:=False, EmbedTrueTypeFonts:= _  
    False, SaveNativePictureFormat:=False, SaveFormsData:=False, _  
    SaveAsAOCELetter:=False  
  
End Sub
```

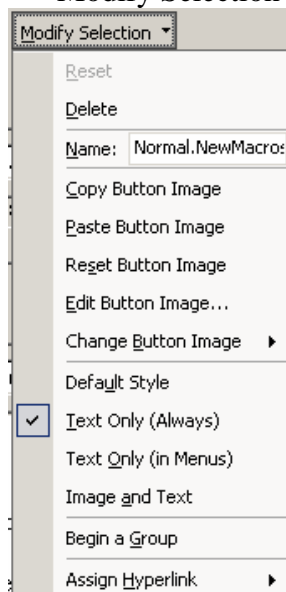
14. To create the Redline toolbar button, click **Tools | Customize**. Select the **Commands** Tab. Next, scroll down on the **Categories** list until you can select **Macros**. Now scroll down the Commands list until you see your macro name (Redline).



15. Left-Drag the *Normal.NewMacros.Redline* and drop it onto your toolbar.



16. At this point you can rename the button and change any of the button properties under the Modify Selection dropdown.



To determine if everything went OK, you may restart this procedure; but instead of recording a macro you can simply click your new Redline button and watch the action!!

Word's macro language is powerful. The redline/strikeout macro can be modified to include many other functions, such as:

- Bringing up the "Save As" dialog box so the newly created document can be named and saved in the directory of choice.
- Creating the file name from tariff filing data in the document.
- Saving the document in a predetermined working folder.

Please note: by default Word Macros are stored in the Normal.DOT template under *NewMacros*. Your company's IT office may be keeping a standard PC configuration and may overwrite your macros.

For questions regarding this procedure or other macros for importing tariffs send email to casey.nutsch@ferc.gov.